

DEADLINE:

Please return application
& supplemental
questionnaire in person
or by U.S. Mail with a
postmark on or before the
above date.

4:30 PM**FRIDAY****NOVEMBER 19, 2004****City-County Employment Office**

Your Telephone # _____ E-Mail _____ Date _____

LIBRARY SUPERVISOR III**LINCOLN CITY LIBRARIES - PUBLIC SERVICE****Req. #04-0071-CI-1****SUPPLEMENTAL QUESTIONNAIRE**

Name _____ Social Security # _____

Please allow 2 weeks from the closing date of this position before expecting to receive notice (one way or another) with regards to an interview.

PLEASE READ BEFORE COMPLETING:

The information you provide on this form will be used to further evaluate your training and experience as it relates to the position(s) for which you are applying. Be certain to include: paid employment, military history, volunteer experience, and any educational training and/or experience. NOTE: Please make certain that all employment history and education mentioned on this supplemental questionnaire also appear on your application. We screen all applications based upon the information you, the applicant, provide on these documents only. We do not refer to resumes.

This questionnaire is a supplement to your application and is made a part thereof and subject to all terms and conditions noted on the Application for Employment. Remember, you are responsible for the completeness and accuracy of this form as well as the application. Incomplete or omitted information on either of the documents could result in you, the applicant, not receiving full credit for your experience. So please, be as detailed as possible.

CRIMINAL HISTORY CHECKS WILL BE MADE ON TOP CANDIDATES.

1-1. Do you have a four year college degree?

- ☐ Yes
☐ No
-

2-1. Do you have a ALA accredited Master's degree in Library Science?

- ☐ Yes
☐ No

2-2.

If yes, list where and when you received it?

EXPLAIN:

2-3.

In what particular areas did you concentrate your studies?

EXPLAIN:

3-1. Do you have public library experience?

- ☐ Yes
☐ No

3-2.

If yes, please list your employer(s), how long you performed these duties.

EXPLAIN:

3-3.

If yes, please describe your experience.

EXPLAIN:

4-1. Do you have professional supervisory experience?

☐ Yes

☐ No

4-2.

If yes, please list employer(s).

EXPLAIN:

4-3.

If yes, please describe your experience. List job title(s) of those employees you have directly and indirectly supervised.

EXPLAIN:

5-1. Do you have experience working with branch libraries?

☐ Yes

☐ No

5-2.

If yes, please list employer(s).

EXPLAIN:

5-3.

If yes, please describe your experience.

EXPLAIN:

6-1. Do you have experience working with library collections?

- ☐ Yes
☐ No

6-2.

If yes, please list your employer(s).

EXPLAIN:

6-3.

If yes, please describe your experience.

EXPLAIN:

7-1. Do you have experience training staff for effective, friendly public service?

☐ Yes

☐ No

List any class work, workshops or training sessions you have attended related to this matter

EXPLAIN:

8-1. Do you have experience working directly with the public?

☐ Yes

☐ No

8-2.

If yes, please list your employer(s), and how long you performed these duties.

EXPLAIN:

8-3.

If yes, please describe your experience.

EXPLAIN:

9-1. Do you have experience using Library automated systems?

- ☐ Yes
☐ No

If yes, describe.

EXPLAIN:

10-1. Do you have experience with the following: (Check all that apply.)

- ☐ Personal computer
☐ Online database
☐ Microsoft Windows
☐ Internet Usage
☐ None

11-1. Position may require working evening and weekend hours. Are you available to work evening and weekend hours?

- ☐ Yes
☐ No

12-1. CRIMINAL HISTORY CHECKS will be conducted on the top applicants. In order to perform such checks, the Lincoln Police Department requires the following information. I understand that ALL convictions for any law violation (i.e., DUI, shoplifting, minor in possession, reckless driving, etc.) other than a minor traffic violation (i.e., parking ticket, speeding ticket), including convictions that have been ?set aside?, ?probationed? or ?pardoned?, must be listed on the front of the application form or on an attached sheet. Consideration is given to the offense and its relationship to the position for which you are applying. Failure to list convictions will be considered to be falsification of your application and result in automatic rejection. [Lancaster County Personnel Rules 5.4(c) and Lincoln Municipal Code 2.76.230(d)]

Please list last name, first name, middle name, date of birth, sex, other name known as (Ex. maiden name).

EXPLAIN:

13-1. Have you listed on the application form ALL jobs and education described on this questionnaire? NOTE: Failure to list all jobs or education on the application could be cause for rejection based on insufficient information. A Resume CAN NOT be used as a substitute. Check your application again

☐ Yes

☐ No